NORTH SCOTT HIGH SCHOOL

Eldridge, Iowa

Guidance Handbook 1999-2000

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WHAT IS A SCHOOL COUNSELOR?

A school counselor is a person who is specially trained to help students realize their full potential as unique human beings. A counselor can help students deal with personal problems and concerns.

A counselor is first and foremost a student advocate; student's personal development and fulfillment are a counselor's main concern.

A counselor helps students in various ways. Individual conferences fill much of a counselor's day; however, some situations are better suited to group counseling or classroom settings. Another way a counselor helps students is through referral; if they are unable to help in a particular situation, they will refer students to someone who can.

A counselor makes every effort to be non-judgmental and create an atmosphere where students can grow and develop in positive ways.

As your counselors, we are available to help you make decisions. We provide an atmosphere to discuss personal feelings and explore alternatives. We are here to help you learn about yourself and develop a positive self-concept. We will help you research your interests, personal, vocational and/or career.

GUIDANCE PROGRAM

The guidance program at North Scott is patterned after the Iowa Department of Education's model program. There are four major components:

guidance curriculum
individual planning system
responsive services
system support

GUIDANCE CURRICULUM

The entire staff of the school is involved in this part of the guidance program. The normal developmental stages of childhood and adolescent development are addressed in a number of ways: through individual counseling, group conseling, and classroom discussions. Issues covered at various times in this plan include understanding and respect for self and for others, behaving responsibly, making wise choices, solving problems, successfully managing change, and preparing for personally and socially-satisfying lives.

Currently, freshmen take a guidance class in which they are given the opportunity to set goals for themselves and to explore some careers. Many students participate in the Boy Scout Explorer career programs each year, which can provide an in-depth look at a prospective career. (Job Shadowing experiences may be available on an individual basis for students.)

INDIVIDUAL PLANNING SYSTEM

Counselors help students develop educational and career plans. The following activities are associated with this component.

ORIENTATION

Ninth grade students and their parents are introduced to senior high school at one of the three sessions held by the counselorsin August, before school begins. This gives students a chance to find their lockers, homerooms, and classrooms. This Freshman Orientation program is presented for freshmen and their parents to orient new students to our school's policies and procedures so they may have a successful and rewarding high school experience.

Every ninth grader meets with a counselor in a guidance class during first quarter to discuss senior high adjustments, study skills, and career choices, and to tentatively plan their course load for the four years of high school. Individual conferences are held with freshmen and their parents following the freshman guidance class to review the student's four year plan and establish a working relationship between the home and school.

CONFERENCES

Counselors hold individual conferences with parents after the first nine weeks of the student's freshman year and again during the second semester of their junior year. Parents will receive a letter giving dates and times for these conferences. They will be asked to call for an appointment time.

POST-SECONDARY PLANNING

Visits by vocational schools, colleges and military recruiters are coordinated through the guidance office for juniors and seniors. Applications and recommendations for post-secondary education are processed through guidance. One of the counselors helps organize the area College Fair each fall at Duck Creek Mall. College awareness night in the fall, junior-parent conferences in May, and financial aid night in January help students and their parents make decisions about their futures.

Counselors will assist students in making appointments to visit schools and college programs. Guidelines for seniors in regard to the attendance policy are available in the guidance office.

SCHOLARSHIPS/GRANTS

Seniors receive weekly announcements which detail scholarship opportunities as they become available. The guidance office has developed one common application form for many local scholarships. North Scott area scholarships offered by businesses, service organizations, and individual families are included in this form, allowing students to apply for several scholarships at one time.

TESTING

PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) is a national test given in October of each year. Any student may take the test, but only juniors qualify for national merit by taking the exam.

National College Testing Program (ACT/SAT) tests are given 5 times each year nationally. For Midwest colleges, ACT testing is most commonly accepted. Check with your counselor if you think you need to take the SAT. The ACT test is given at North Scott High School in April of each year.

North Scott High School test registration code is 161-432.

The counselors also assist teachers and administrators with the Iowa Tests of Educational Development Achievement Test (ITED).

1999-2000 TESTING SCHEDULE

PSAT/NMSQT: October 16, 1999

ACT:	SAT:
10/23/999	10/9/99
12/11/99	11/6/99
2/12/00	12/4/99
4/ 1/00	1/22/00
(register by 2/25/00)	4/8/00
6/10/00	5/6/00
	6/3/00

RESPONSIVE SERVICES

The heart of the guidance and counseling program is helping students at a time when they have special needs. The counselor helps students solve problems with personal, career, social, and educational development. Some of the common concerns involve peer pressure, academic failure, and social adjustment. At times, concerns may arise with a family conflict, substance abuse, depression, suicidal thoughts, or dealing with loss through death or divorce.

Examples of groups coordinated by the counselors include study skills improvement, life skills, coping/decision-making, and social skills development. Counselors make referrals for special education testing, to mental health agencies, to protective services, and to family resource agencies.

Counselors often run individual academic progress checks on students as requested by parents. Computer-assisted programs concerning college searches and career decision-making are available in the guidance office.

SYSTEM SUPPORT

Counselors undertake this group of tasks to help students progress as smoothly as possible toward graduation. System support includes registration, schedule changes, assistance with test administration, individual/group summary interpretation of I.T.E.D. test results, and various record-keeping functions.

REGISTRATION

All student registration and scheduling is done through the guidance office. Registration is conducted by counselors in class time for current eighth, ninth and tenth graders. Juniors are scheduled for their senior year on an individual basis. Once course requests have been entered in the computer, students may not make any changes. Any exceptions must be approved by the principal.

All permanent student records are maintained through guidance. Honor rolls and all grade reports are issued from the counseling office. Official transcripts bearing the school seal are sent directly from the guidance office.

STUDENT RECOGNITION

During the second semester, the guidance office arranges and hosts a reception to recognize students who have excelled or have been nominated for or received various awards. Parents and faculty are invited to share in this recognition for the students.

GUIDANCE ACTIVITIES

Other guidance activities include monthly articles in the principal's newsletter; counselor memberships on various curriculum committees, annual one-year graduate follow-up studies; assistance to foreign exchange students; arranging college visitations for seniors; and coordinating with the alternative school, Project Ready.

GUIDANCE PERSONNEL AND OPERATION

There are three counselors for grades nine through twelve. Each counselor is responsible for part of the student body. This assignment is based on the students' last names.

James Boland	A-G
Patricia Relsener	H-N
Kenneth Slater	O-Z

Generally, students are expected to stay with these assignments for the purpose of tracking their academic progress toward graduation. However, personal concerns may be discussed with any of the three counselors. Students are asked to have passes signed from counselors and teachers, if possible, prior to their appointments. Students should "sign in" in the guidance office to help keep a record of students' use. They should leave a note indicating where they can be contacted next by the counselor, in the event he or she is not available.

Nancy Hunt is the guidance secretary. She is responsible for many of the grade-recording procedures and computer-related activities of the department. At the parent's request, she also gathers homework for students who have been absent three or more days.

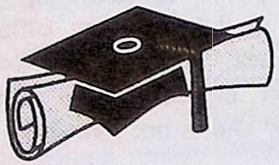
Ms. Hunt coordinates the scholarship application materials and visits by college, vocational, and military representatives. Her telephone number at school is 285-3220.

Student absences at the high school are reported in the mornings to the nurse at 285-3217.

SCHEDULE CHANGE PROCEDURES

All 9-11 grade students will be required to maintain a full schedule, which will consist of seven academic courses plus physical education or the equivalent. Only seniors participating in the Multi-Occupation Program or enrolled in college classes may have a reduced load to be off campus.

Student's grades will be affected by the current attendance policy. Students may not rearrange courses to change teachers or to be with their friends.



GRADEPOINTS

Gradepoints and class rank are recalculated each semester. Only courses which grant one credit per semester are included in the gradepoint. Vocal and instrumental music are included in the gradepoint calculation.

Fifty credits are required for graduation; 23 1/2 credits are specified; 26 1/2 are electives. Specific course requirements may be found in the Courses of Study Book. Specific university entrance requirements should be checked in the guidance office.

CLASS PROMOTION

To be considered a sophomore, a student is required to have more than six and one-half (6.5) credits.

To be considered a junior, a student is required to have more than eighteen (18) credits.

To be considered a senior, a student is required to have more than thirty and one-half (30.5) credits.

Official transcripts with a school seal must be sent directly from the high school guidance office. There is no charge for sending transcripts. Universities have begun to require official ACT score reports from the company. Score request forms are available from the guidance office, but the request and payment must come from the student.

NAMES AND PHONE NUMBERS YOU MAY FIND HELPFUL:

High School Main Office 285-3201
Principal, Nick Hobbs 285-3200
Associate Principals, Frank Wood.....285-3218
Dennis Johnson.....285-3206
Dean of Students, Randy Schrader.....285-3208
Guidance Office Nancy Hunt.....285-3220
(A-G) Jim Boland.....285-3224
(H-N) Patricia Reisener.....285-3222
(O-Z) Kenneth Slater.....285-3223
Athletic Office 285-9631
Nurse, Linda Tuftee.....285-3217
(All absences should be reported to the nurse's office.)
Bus Route Information, LuAnn Baetke.....285-9801